

**Fee - \$349 per day**

**Early Registration Discount** \$329 for online registration or if payment is received by **July 26, 2016**

**Friday  
August 26, 2016**

**REGISTER NOW**

[www.eetraining.eeoc.gov/tapsmain.html](http://www.eetraining.eeoc.gov/tapsmain.html)

By registering for a Training Institute event, you agree to all applicable Institute policies.

**ENHANCE YOUR EEO KNOWLEDGE** at the **2016 EEOC San Antonio Technical Assistance Seminar** sponsored by the **EEOC Dallas District Office**. The seminar will be held at the **Omni San Antonio Hotel**.



# EEOC San Antonio Seminar

U.S. Equal Employment Opportunity Commission

## 2016 SEMINAR LOCATION

### **OMNI SAN ANTONIO HOTEL**

9821 Colonnade Blvd  
San Antonio, Texas 78230

### **Hotel Arrangements**

Registrants are responsible for their own arrangements

Participant materials will be available for download and/or e-mailed prior to the day of the seminar.

**EVENT Code: 16T-DAL-02**

**TRAINING YOU CANNOT AFFORD TO MISS!**  
Join us for the best in EEO training, from the experts who enforce the law.



**EEOC**  
**Training Institute**  
*...Learn from the Experts*

**Questions about the seminar?**

**Rodney Klein**  
**San Antonio Field Office**  
(210) 281-7666  
(210) 281-7606 FAX  
[rodney.klein@eeoc.gov](mailto:rodney.klein@eeoc.gov)

## EEOC San Antonio Seminar

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### CANCELLATIONS, REFUNDS, NO SHOWS

Cancellations received more than **10 business days** prior to the seminar are eligible for a refund less a \$35 processing fee. No shows are not eligible for a refund. Substitutions may be made prior to the beginning of the seminar.

### WHO SHOULD ATTEND?

- Human Resources
- EEO Managers and Staff
- Attorneys
- Managers and Supervisors
- State and Local Officials
- Union Officials
- Federal EEO Staff (seminar approved for EEO Investigator Refresher credit)

### Training Institute Policies - Event Code: 16T-DAL-02

**PAYMENT - \$349 for the day.** Fee includes seminar, lunch, refreshments at breaks and an eight volume 2016 EEO library on a **CD**. **PAYMENT MUST ACCOMPANY REGISTRATION.** *EEOC Tax ID Number: 52-0812909*

#### GET A DISCOUNT PRICE of \$329 when

1) registering on-line at [www.eetraining.eeoc.gov/tapsmain.html](http://www.eetraining.eeoc.gov/tapsmain.html) before August 25, 2016.

2) mailed registrations are postmarked on or before July 26, 2016. All mailed payments postmarked after July 26 are subject to the \$349 registration fee. Checks **received after** July 26 containing insufficient funds will be returned. **NOTE:** All credit card charges will be listed as **EEOC Training Institute** on your statement.

MAIL registration forms and checks to:  
EEOC TRAINING INSTITUTE, 6841 ELM STREET, SUITE 1092, MCLEAN, VA 22101

**STATE AND LOCAL GOVERNMENT REGISTRANTS: NOTE:** To request an invoice (to secure payment via **check or credit card**) please call or e-mail the EEOC Training Institute. **Registration** confirmation is issued **after** payment is received by the EEOC Training Institute.

**FEDERAL GOVERNMENT REGISTRANTS USING IPAC (Intra governmental payment and collection):** Federal agencies must complete the EEOC's Inter Agency Agreement Form (IAA Form) at the time of registration.

**REGISTER ONLINE - [www.eetraining.eeoc.gov/tapsmain.html](http://www.eetraining.eeoc.gov/tapsmain.html)**  
Credit card and electronic bank check registrations will receive immediate confirmation.

**REGISTRATION QUESTIONS:** Visit the website [www.eetraining.eeoc.gov](http://www.eetraining.eeoc.gov) or contact our customer service staff at 703-291-0880 or toll free 1-866-446-0940; or send an e-mail to [eeoc.traininginstitute@eeoc.gov](mailto:eeoc.traininginstitute@eeoc.gov) for more information TTY# 1-800-828-1120.

**CONFIRMATION:** Registrants will receive e-mail confirmation upon receipt of a complete registration and payment. Space is limited, so register early, preferably at least 14 days prior to the seminar. Late registrations will be accepted on a space-available basis. **Bring your e-mail confirmation to the seminar.**

**REASONABLE ACCOMMODATION REQUESTS —** If you need an accommodation, please note it on the registration form and we will contact you.

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### Schedule

7:00 a.m.  
Registration

8:15 a.m.  
Start

11:45 Lunch  
(Provided)

4:15 p.m.  
End

### Let the EEOC Be Your Trainer!

Experienced EEOC Staff will come to your worksite and provide training on popular EEO topics such as Harassment, EEO Overview, ADA Reasonable Accommodation and more.

For more information contact:  
Rodney Klein, Outreach & Education Manager,  
(210) 281-7666  
[rodney.klein@eEOC.gov](mailto:rodney.klein@eEOC.gov)

- 8:15 AM Welcome**
- 8:30 AM Social Undermining in the Workplace: A Subtle Form of Workplace Aggression**  
Social undermining is a covert and chronic form of aggression that deliberately hinders a person's reputation, relationships, and success. This presentation will help HR professionals identify and recognize social undermining behaviors as well as understand the consequences for victims.  
*Dr. Gregory Pool, Professor, St. Mary's University*
- 9:30 AM Emerging Issues in Civil Rights: A Panel Discussion on LGBT Rights and Inclusion in the Workplace**  
This panel of experts will discuss the EEOC's latest positions on workplace discrimination based on gender identity and sexual orientation, its workplace implications, and ways to create a positive and inclusive environment for all employees.  
*Lucy Orta, Area Director, US EEOC; Robert Salcido Jr., Regional Field Coordinator, Equality Texas; Eduardo Juarez, Supervisory Trial Attorney, US EEOC; Cristina Carbo Jennings, Attorney, Schmoyer Reinhard*
- 10:45 AM Non-Financial Rewards: Finding New Ways to Engage**  
Ever wonder how to motivate and engage your employees? In this session, discover how to inspire employees beyond their paycheck. Current trends and strategies will be examined as well as research on how to reward staff. Get the tools to cultivate your own non-financial strategy.  
*Dr. Heather Staples, HR Manager, Airrosti Rehab Centers*
- 11:45 AM Lunch**
- 1:00 PM Case Law Update**  
What have the courts been up to this past year and how will it influence your personnel decisions? Hear about the relevant court cases of the past year and why they are important to you.  
*Chris A. Scherer, Principal, Law Office of Chris A. Scherer*
- 2:00 PM Creating and Developing Anti-Harassment Policies and Procedures That Work: A Panel Discussion**  
This panel of experts will discuss policies, the complaint process, internal investigations, and most importantly how to create a culture that makes illegal harassment unacceptable.  
*Kathy Perez, ADR Coordinator, US EEOC, Kevin Prescott, Principal, Sharbeck HR Consulting, Amy Beckstead, Partner, Beckstead Terry, Leslie Selig Byrd, Attorney, Bracewell Law*
- 3:15 PM Digital Charge System and Beyond: Keeping up with The EEOC's Latest Changes**  
Hear the latest information on the EEOC's paperless charge process, the agency's policy on releasing employer position statements, and the EEOC's proposed rule on including wage information in EEO-1 Reports.  
*Norma Guzman, Enforcement Manager, US EEOC*
- 4:15 PM Adjourn**

# EEOC SAN ANTONIO SEMINAR 2016

Please print and use a separate form for each attendee

## ENROLLMENT

Event Code: 16T-DAL-02

First Name \_\_\_\_\_ MI \_\_\_\_ Last Name \_\_\_\_\_

Title \_\_\_\_\_

Organization \_\_\_\_\_ Suborg. \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-Mail \_\_\_\_\_

Business Telephone ( ) \_\_\_\_\_ ( if TTY, please check here  )

Fax No. ( ) \_\_\_\_\_ Company/Agency Tax ID Number \_\_\_\_\_

Do you require a reasonable accommodation, due to a disability, to attend this program?  Yes

Describe accommodation requested or special diet needed: \_\_\_\_\_

## REGISTRATION FEE

One day \$349 / \$329\* **Discount Price**

\*Discount price of \$329 available for online registrations received before August 25, 2016. All payments received after July 26 will be subject to a \$349 registration fee. Checks received after July 26 containing insufficient funds will be returned. Mail registrations to: EEOC Training Institute, 6841 Elm Street, Suite 1092, McLean, VA 22101

## PAYMENT TYPE

**Credit Card**  MasterCard  Visa  American Express  Discover

Account # \_\_\_\_\_ Exp. Date \_\_\_\_\_

Card Security Code (3 or 4 un-embossed digits near signature block) \_\_\_\_\_

Cardholder Name (please print) \_\_\_\_\_

Signature \_\_\_\_\_ Cardholder Email \_\_\_\_\_

Cardholder Address \_\_\_\_\_

**Check** Payable to **EEOC Training Institute** 6841 Elm Street, Suite 1092, McLean, VA 22101

**State/Local Government Entities:** To request an invoice to secure payment via check or credit card, please contact the **EEOC Training Institute at 866-446-0940** or send an e-mail to [eeoc.traininginstitute@eeoc.gov](mailto:eeoc.traininginstitute@eeoc.gov).

Federal Government Agencies must complete the EEOC's Inter Agency Agreement (IAA Form) at the time of registration. Please contact the **EEOC Training Institute at 866-446-0940** or send an e-mail to [eeoc.traininginstitute@eeoc.gov](mailto:eeoc.traininginstitute@eeoc.gov).

**Person filling out this form (if different than registrant)**

Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

▶ **REGISTER ONLINE** WITH A CREDIT CARD OR CHECK AT [www.eeotraining.eeoc.gov/tapsmain.html](http://www.eeotraining.eeoc.gov/tapsmain.html)

▶ **MAIL** to EEOC TRAINING INSTITUTE, 6841 ELM STREET, SUITE 1092, MCLEAN, VA 22101

▶ **QUESTIONS? CALL** 703-291-0880 or toll free 1-866-446-0940; **or e-mail**

[eeoc.traininginstitute@eeoc.gov](mailto:eeoc.traininginstitute@eeoc.gov)

\* **PAYMENT IS REQUIRED PRIOR TO TRAINING**

Have you attended an EEOC-sponsored seminar, course or conference in the last 5 years?  Yes  No

# Employees at your facility?

- Under 50
- 50-99
- 100-249
- 250-499
- 500-999
- 1,000+

Your Organization:

- Federal Gov't
- State/Local Gov't
- Private

Your Position:

- Attorney
- EEO Director, Manager, Supervisor
- EEO Professional (Investigator, Counselor, Specialist)
- HR Director, Manager, Supervisor
- HR Staff
- Mediator, ADR
- Other Manager, Supervisor
- President, CEO, Owner
- Union Representative
- Other \_\_\_\_\_

How did you learn about this seminar?

- Brochure in mail
- Colleague
- EEOC event
- Email
- Website/Internet
- Newspaper/ Newsletter
- Professional Organization
- SHRM
- Other \_\_\_\_\_